C1 - 1

PSC & KVSC GOVT COLLEGE, NANDYAL
DEPARTMENT OF COMMERCE

Departmental Minutes Register

2018-19.

2019-20

Resolution - 1 5-6-19

The college was reopened on 5th June after summer vacations for the academic year 2018-19. The department was resolved on the following activities.

1. Analysis of Results couducted in the Mar - 2019
2. after the Analysis the department lecturers decided to take rewedial classes for failure Students.
3. Division of subject among lecturers for 1st, 3rd and 5th semesters.
4. As per the instructions on Principal the department will look after the aducissions into ~~5th~~ 1st year B.com (CT) and B.com (C.A)
5. It is decided to prepare a new time table for semesters.
6. Preparation of annual academic plans.

1.
2.

B. P. [illegible]
[illegible]. C. Rajalaxmi

Resolution - 2 3-7-2019

The staff members met, 3-7-2019 and resolved the following.

1. Take orientation programme 1st year students.
2. Preparation of department Time-table

1. [signature]
2. [signature]

Resolution - 3 2-8-2019

It is resolved that the Dept of commerce is going to under take the following activities.

1. conduct of 1st Internal for 1st, 3rd and 5th semesters.
2. Review on completion of syllabus.

1. [signature]
2. [signature]

3. [signature]
4. [signature]
5. C. Rajaikumar

Resolution - 4 1-9-2019

The staff members met and resouled the following

1. Review on coverage of Syllabus
2. Review on remedial classes for slow learners

1.
2.
3.
4. P. Nalini
5. C Rajaikum.

Resolution - 5 5-10-2019

The staff members met and resolved the following

1. Conduct of II Internals for 1st, 3rd and 5th semesters
2. Conduct the Project viva for 5th semesters
3. Preparing the students well for university Exams

1. P. Nalini
2.
3.
4. Kr
5. C Rajaikumar

Resolution - 6 5-12-2019

College was reopened on 4-12-2019 after conducting semester Exams, and conduct a meeting with staff members and resolved the following.

1. Division of Subject among Lecturers for 2nd, 4th and 6th semesters.
2. Preparing the time table for even semesters.
3. Entrepreneurship will deal commerce lecturers to all B.A, B.com and B.sc 4th semesters.
4. To conduct a Tally course for 6th semester B.com (CT) 5th dents.

1. K [illegible]
2. P. [illegible]
3. [illegible]
4. [illegible]
5. C. Rajaikumar

Resolution - 7 2-1-2019

The staff members met in department and resolved the following

1. Review of results.
2. Review on coverage of syllabus
3. Taking Extra classes for slow Learners
4. conduct 1st Internal for even seme

1.
2. K. [illegible]
3. [illegible]
4. P. [illegible]
5. C. Rajaikumar

Resolution - 8 1-2-2019

The faculty members meet in the Dept and resolved the following Aspects.

1. Coverage of syllabus
2. Taking classes for black word students

1. 3.
2. 4.
5. C. Rajaikumar

Resolution - 9 21-2-2019

The faculty members meet in the Dept and resolved the following Aspects

1. Coverage of syllabus
2. Preparing for project viva
3. Taking classes for back word students.
4. Conducting 2 nd Internal Exams for 2 nd and 4 th, 6 th
5. Preparing for university Exams
6. Preparing for university Practical Exams

1. 3.
2. 4.
5. C. Rajaikumar

2019-20

Resolution - 1

The college was reopened on after summer vacations for the academic year 2019-20 The Department was resouled on the following activities

1. Analysis of Results couducted in the Mar - 2020
2. After the Analysis the department Lecturars decided to take rewedial classes for Failure students
3. Division of subject among Lecturers for 1st, 3rd, 5th semesters
4. As per the instructions on Principal the department will look after the aducissions into 1st year B.com (Gr) and B. com (CA)
5. It is decided to prepare a new time table for semesters
6. Preparation of annual academic plans.

1.

2. P. [illegible]

3.

4. C. Rajaikumari.

Resolution - 2

The staff members met, and resolved the following

1. Take orientation Programme 1st year students
2. Praparation of department Time - table

1.
2. P. N[illegible]
3.
4. C. Rajaikumar

Resolution - 3

It is resolved that the Dept of commerce is going to under take the following activities.

1. conduct of 1st Internal for 1st and 3rd and 5th semestars.
2. Review on completion of syllabus.

1.
2. P. N[illegible]
3.
4. C. Rajaikumar

Resolution - 4

The staff members met and resouled the following

1. Review on Coverage of syllabus
2. Review on remedial classes for slow learners

1. 3.
2. P. Nalini 4. C. Rajai Kumar.

Resolution - 5

The staff members met and resolved the following

1. Conduct of IInd Internals for Ist 3rd and 5th Semesters.
2. Conduct the Project viva for 5th Semesters
3. Preparing the students well for univarsity Exams.

1. 3.
2. P. Nalini 4. C. Rajaikumar

Resolution - 6

College was reopened on after Conducting semester Exams, and conduct a meeting with staff members and resolved the following.

1. Division of subject among Lecturers for 2nd and 4th 6th semesters.
2. Preparing the time table for even semesters
3. Interpreneurship will deal commerce lecturers to all B.A, B.com and B.Sc 4th semesters
4. To Conduct to a tally course for 6th semesters B.Com (or) 5th dents.

1.
2. P. Nal
3.
4. C. Rajaikumar.

Resolution - 7

The staff members met in department and resolved the following

1. Review of Results,
2. Review on coverage of syllabus
3. Taking Extra classes for slow Learners
4. Conduct 1st Internal for even semesters.

1.
2. P. Nal
3.
4. C. Rajaikumar.

Resolution - 8

The faculty members meet in the Dept and resolved the following Aspects.

1. Coverage of syllabus
2. Taking classes for black word students

1. 3.
2. P. Nalini 4. C. Rajaikumar

Resolution - 9

The faculty members meet in the Dept and resolved the following Aspects.

1. Coverage of syllabus
2. Preparing for Project viva
3. Taking classes for black word students.
4. Conducting 2nd Internal Exams for 2nd and 4th, 6th
5. Preparing for University Exams
6. Preparing for University Practical Exams.

1. 3.
2. P. Nalini 4. C. Rajaikumar

2020-21

Departmental Meeting-1.

02-11-20

Agenda:- 1. work load distribution & calculation
2. Dept. activities to be performed
3. previous year Results Analysis.
4. I year admissions work allotment
5. preparation of Time Table for Dept. and Individual Time Tables.
6. Preparation & submission of Annual curricular plans, Teaching Notes & Teaching Diaries.

Resolutions.

The college was reopened on 2nd of November 2020 after Covid pandamic situation is over, the department of Commerce faculty met at dept. and resolved to be taken necessary actions regarding the Departmental activities for the academic year 2020-21, under the precidency of Dept. Incharge.

1. The faculty of Commerce resolved to take the minimum 18 and maximum 20 Theory periods for the academic year 2020-21 Semesters and allocated papers as per that.

2. Re. To plan for organizing the International Accounting day as dept. activity.

3. Resolved to organize Certificate Course on Tally & M.S. office for B.com general and Mcom students.

4. Resolved to Analysis of Results of previous Year and prepare lecturer wise and dept. wise Result Analysis according.

5. All the faculty resolved to take necessary action to increase Iyear Bcom admissions under the chairmanship of principal and Dept. Incharge and to be acted according.

6. Resolved to prepare dept. Time table with in 2 days and preparation of Individual Time Table as followed.

7. It is resolved to preparation and Submission of Annual Curricular plans, Teaching plans (and Teaching Diary) within one week and Submit the same to incharge and principal, every month 5th date on or before, Teaching Diary also submitted ~~every~~ to incharge & principal for verification.

Signature of the Incharge of the Dept.

Faculty.

P. Nalini

C. Rajakumar.

22/11/2023

Dept. Meeting - 2

11-08-21

Agenda:- 1. Paper Allotment and work load distribution for I year students Semester - II.
2. Remedial classes for failed and slow learner students.
3. Time Table Preparations

Resolutions

The department of Commerce faculty met in dept on August 11th under the Chairmanship of dept. incharge for taking following Resolutions

1. It is resolved to Allot papers for I year Semester II classes and take classes for them regularly according to the timetable.

2. It is resolved to take Remedial Classes for failed students in first year Sem I, Second and third years Sem IV and III and V semesters and give important questions to be prepare them for their Supplementary & Regular Exams. More care ~~also~~ taken on slowlearners also in this regard.

3. Resolved prepare Time table for I year 2nd semester students within one or two days and follow the same.

Signature of the Dept. Incharge

Faculty Signatures.

P. Nalini

C. Rajaikumar

P. Keerthivisu

11/8/21

Departmental Meeting -3

Date
04-10-2021

Agenda:

1. work load and paper Allotment for I year second semester students classes and V sem classes.
2. Dept. Time Table.
3. Annual plan, Teaching plans, Teaching Diary preparation and Submission.
4. Results Analysis for previous year & previous stations worked.
5. Dept. Activities for remaining period of 2020-21 & INA Day celebrations.
6. I year Admissions 7. Certificate Courses.

Resolutions

The faculty members of Commerce met in department and resolved the following:

1. I year second semester B.Com (C.A) & (G) paper allottment for faculty to be done in one day. and also for V semester CA & G Classes papers.
2. Preparation and follow up the Dept time table and preparation of Individual time tables accordingly and duly submitted to Dept Incharge with in two days.
3. preparation and Submission of Annual curricular plans with in 3 days, and Teaching plan every month before 3rd and Teaching diary befor 5th on every month to be submitted to incharge and principal to the same.

4. To Prepare Every faculty member for their Results Analysis for the year 2020-21 previous papers done at previous Station worked.

5. To Conduct International Accounting day on 10th of November 2021

5A. To Conduct Certificate Courses in Tally & M.S. office for B.Com students

6. To organize Tally and M.S. office Certificate Course for III year BCom (G), I year M. Com Students with the help and in association with APSSDC in the months of October & November months tentatively.

7. To act as a team and work for I year New admissions of BCom CA & G students, in leasure hours with class work adjustment.

Signature of the Dept. Incharge.

Signatures of Faculty Members

1. K. J. Vijayalaxmi 4/10/21

P. Nalini

4. C. Rajkumar

5. P. Kaarivizhi 4/10/21

Date
03-12-2021

Departmental Meeting - 4.

Agenda

1. National Consumer's Day celebration
2. Bridge Course for I year Newly Formed non-commerce students.
3. Other Departmental activities.
4. Consumer week Celebrations & Fresher's party celebrations

Resolutions :-

The faculty of Department of Commerce met at Department and resolved the following:

1. It is resolved to celebrate National Consumer week on account of National Consumer's Day celebrations, which will be held on 24-12-2021. For this under the Guidance of dept. Incharge, the Consumer Club of commerce members to be organized Essay writing, Elocution and awareness programs for students in this regard and start their action on the same day i.e. on 03.12.21.
2. It is also resolved to conduct Bridge course for Non-Commerce students, those who came from other than Commerce in their intermediate course. Action also starts regarding this with immediate effect by the faculty of commerce.
3. Fresher's Party on 3rd week will be organized.

Signature of the Dept. Incharge

Faculty :-

1. K. J. Vijaya Lakshmi 3/12/21
2. A. Nalini
3.
4. C. Rajamani
5. P. Kamalini

2021-22

Date: 21-12-21

Dept. Meeting – 1.

Agenda

1. Continuation of Bridge Course to Non commerce student of I year new joiners.

2. Results Analysis for Previous Year 2020-21 all papers submission in Lecturer wise to CCE.

3. Organization of Career Guidance Programs for students on Bank Exams and Higher Education Exams etc.

4. Student Induction Programs Deeksharambh (SIP) (SAGE)

5. NAAC work.

6. District level Competitions of N.C.D. celebrations by Dep. of Weights & Measures, Dist. Consumer forum.

7. Commerce lab

Resolutions

The faculty of Commerce met at dept and took the following resolutions:

1. Continuation of Bridge Course till regular class work starts for I year B.com non commerce back ground students.

2. Preparation of Individual and departmental Result Analysis for Previous academic year for submission to CCE the same.

3. Career Guidance programs will be Conducted for 3rd year Students in the months of february and March.

4. To give awareness about college, Dept and Course student Induction program will be arranged by the College and department wise should be participated and organised accordingly.

5. NAAC Files preparation for 2020-21 completed as early as possible with the help of all.

6. Preparation of students for National Consumer's Day Celebrations Competitions at K.V.R. Govt. College, (District Level events) Kurnool under the members of Consumer Club.

7. Reorganization and Re-opening of Commerce Computer lab for students of B.Com (CA) & General.

Signature of the Incharge of the Dept.

Faculty signatures

1. K.J. Vijayalaxmi 21/12/21

B. Nagarjuna

C. Rajaikumar.

1. P. Kaari Visuvanath 21/12/21

01-01-22

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Department Meeting - 2

Agenda

1. II Semester End Exam & V, VI semester Instant Exams, III Year Classes work adjustment. New Time Table for I year Sem I & V Sem for III year.
2. Project work for V semester students.
3. Commerce lab opening
4. Covid vaccination to students.
5. Pongal Holidays.

Resolutions :- The faculty members of dept of Commerce passed the following resolutions in dept. meeting held on 01-01-22.

1. preparation of New Time Table for Sem I and sem V and readjusted the work load of department.
2. Resolved to give guidlines for V sem students of B.Com on project work viva reg.
3. Newly replaced commerce lab opening ceremony on today.
4. organized and participated in Covid vaccination to students of B.Com students, organized by college with the help of Sachivalayam Helth Staff will be going to held in the first week of January.
5. work load and syllabus completion before pongal Holidays were discussed.

Faculty:

Signature of the Dept. Head

17-01-22 Departmental Meeting -3

Agenda

1. Time Table & classwork and paper allotment for semester III, II, V.

2. V Semester End Exams preparation and Projectwork preparations.
3. Career Guidance Programs.

Resolutions

The faculty members meet in the department today and taking resolutions in following aspects.

1. preparation of New timetable and work load readjustment for semester III of II year B.Com(G) K&A) and follow the same.

2. Resolved to equip final year students for their projectwork preparations and viva for V semester by the faculty.
3. Resolved to conduct Career Guidance & P.G. coachings to outgoing students.

Dept. Incharge.

Faculty.

17/1/22

A. Nd

C. Ramkumar.

P. Kaviyarasu 17/1/22

28-01-22

Department Meeting - 4.

Agenda:

1. Paper Allotment of P.G. and Guest lecture arrangements.
2. Career Guidance programs for final year students
3. Project work viva arrengements.

Resolutions: The faculty of Commerce meet in the dept. to take resolutions in the aspects above mentioned, today and resolved the following things:

1. If any regular faculty member is interested to take classes for P.G commerce classes, at least 2 papers will be allotted to them. According to the workload of UG and PG it is resolved to take 1 Guest lecturer for P.G.. For this Paper notification will be given and conducting interviews accordingly.

2. Career guidance programs were going to organized for 3rd year students in the month of January & February tentatively.

3. prepared students of 3rd Bcom for their viva which will be going to held on first week of February 22.

Signature of the Dept. Incharge

Members of Faculty.

K. J. Vijaya Lekshmi 28/1/22

P. Nalini

C. Rajaikumary.

P. Kaari Viswanath 28/1/22

Departmental meeting - 5 19-02-22

Agenda: 1. Time Table for III & VI
2. NAAC Dept. activities and Files preparation
3. College timings

Resolutions: The faculty members of Commerce meet in the department today for taking resolutions on following aspects and implimentation of the same.

1. Resolved to prepare and follow the new time table for III & VI semester classes by adding VI sem for old time table and readjust the workload and allotted the papers accordingly.

2. Resolved to prepare NAAC dept. activities for the year 2021-22 and act accordingly.

3. College timings were 9 to 1 and for staff 9 to 4 for NAAC work.

Dept. Incharge.

Faculty

K. J. Vijaya Lakshmi 19/2/22
A. Nalini

C. Rajaikumari
P. Kasiviswanath 19/2/22

Date: 20-05-22
(postponed)

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Department Meeting

(6) 21-05-22

Agenda

1. CSP for 2020-21 admitted Batch.
2. Syllabus Completion for VI semester classes.
3. Time Table for II & IV semesters readjustment
4. Summer holidays

Resolutions

After completion of principal's Meeting along with staff by morning on 21-5-22, the dept. of commerce faculty meet in the department to take and follow the resolutions in following aspects.

1. Allottment of students equally (each 17) to all the faculty of commerce and languages for CSP Guidance, who joined in 2020 batch and start work from today onwards, take necessary steps individually by the faculty who allotted as mentors for their mentees.
2. Syllabus Completion certificate from each faculty duely after their syllabus is completed.
3. Readjusted the time table for second & fourth semesters and act accordingly by the Preparation & follow of Individual time tables.
4. Summer Holidays was from 22-5-22 to 31-5-22. Reopening 1-6-22

Faculty:- 21/5/22

21/5/22

Incharge of the Dept.

2021-22 Remaining 2

2022-2023

Date
01-06-22

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Departmental Meeting

(1)

Agenda :- (1) VI sem closure. (2) Spot valuation and work adjustment (3) New Time Table preparation for II sem (4) TLP entry (5) NAAC Activities (6) Any other Discussion.

Resolutions :- After reopening of the college on 01-6-22, the faculty of Commerce meet in the Department in the following aspects discussion and to take resolutions accordingly.

1. TLP closure of sem VI and opening of II sem.
2. preparation of dept time table and individuals accordingly.
3. work adjustment done due to starting spot valuation work, by the faculty.
4. preparation of files for going NAAC.
5. Review on Community service project by faculty mentors individually to their mentees regarding : Socio Economic Survey, Community awareness programms, preparation of project and duedate of submission on or before 10th of August tentatively.

Incharge of the Dept.

Faculty.

1. 01/06/22

C. Rajaram
01/6/22

DEPARTMENT MEETING – 2 03-06-22

Agenda: NAAC Activities – LSC & SDC's.

Resolutions: The faculty of commerce met at dept for taking resolutions on NAAC reaccreditation activities and its preparations as early as possible and select the Skill development Courses and life skill Courses according to the Guidlines by the CCE. All the above mentioned resolutions are taken and to be act accordingly.

Incharge of the Dept.

03/06/22
P. Nat GA

3/6/22

Department meeting-3 13-06-22

Agenda:
The department of Commerce & Dept. of Physical Education yogaday celebration.

Resolution:- The faculty of dept. of Commerce meet to take resolution to organize International yogaday and for this organize Yoga Certificate Course for one week association with Dept. of Physical Education. For this identified the resource Person Smt. K. J. Sridevi Yoga Director, Meenakshi Academy Chennai.

Dept. Incharge signature

Faculty:- 13/6/22
13/6/22 P. Nat GA

Departmental Meeting - 4. 20-07-22

Agenda: (1) Academic Audit (2) Guest Lectures
(3) Faculty Development Programs.
(4) Any Other Related issue.

Resolutions: The all faculty of Department of Commerce met in the department after completion of the principal's meeting on Academic Audit regarding, the faculty will be going to act accordingly on the above mentioned things the following resolutions were taken. They were:

(1) preparation and Submission of Academic Audit proformas lecturer wise and preparation of records accordingly to ready for Submission onbefore the audit officials.
(2) Guest lectures on Subject related topics and subject topics to be organized by the Department in the month of July 22 due to spot valuation, B.Ed., Exams work schedule in June.
(3) FDP is going to arrenge on Community Service project, Continious Internal assesment and short term Internships.

Faculty:
K. J. Vijayalaksh 20/7/22
P. Nelson.
C. Rajkumar.
P. Kaarivisudh 20/7/22

Dept. Incharge.

Departmental Meeting-5

30-07-22

AGENDA: 1. ACADEMIC AUDIT 2. ADMISSIONS 3. INTERNSHIP 4. GUEST LECTURE 5. CIA.

RESOLUTIONS: The Faculty of Commerce meet at department on 30th of July 2022 for taking the following resolutions and actions for its implimentation.

1. All the individual lecturers should prepare and submit their Academic Audit proforma and related documents or files on or before first week of August.

2. All the faculty should take necessary steps to improve first year admissions, for this they will visit their nearest and surrounding Junior Colleges and collect the students information from the principals & staff of Junior colleges.

3. To be organised an short term internship awareness program for faculty and students in the month of August also.

4. Guest lecture on SEBI file will be prepared, which was arranged, on 27-7-22 and ~~identified the resource person~~ submitted duly for Academic Audit.

5. All the faculty should be ready with their personal and departmental CIA record for Academic Audit propose.

Faculty signature

K. J. Vijayalakshmi 30/7/22

P. Nalini

C. Rajaikumar

P. Kaviriswari 30/7/22

Incharge Signature

Departmental Meeting-6

Date 12-08-22

Agenda

(1) Academic Audit (2) Any other issues.

Resolutions

Department of Commerce faculty meet at department after completion of principal's meeting on Academic Audit and take the resolution to prepare all related records for Academic Audit as per mentioned in the proforma of Academic Audit for lecturers and duly submitted before the team members of Academic Audit. Also celebrate "Azadee ka Amruth Mahothsav".

Faculty
K.J. Vijaya Lakshmi
P. Nagamani, 12/8/22
C. Rajakumar
P. Kaarivisan 12/8/22

Incharge.

Department Meeting-7

13-08-22

Agenda: Short term Internships.

Resolution: The faculty of Commerce meet in the dept on 13-08-22 for taking the resolution on short term internship allotment, work should be done, Industries selection, mapping of students and other issues taken care by individually the faculty mentors for their mentees and act should accordingly followed by their old list.

Faculty:- 13/8/22
C. Rajakumar
13/8/22 P. Nagamani

Incharge of the Department of Commerce.

Departmental meeting ⑧ 26-08-22

Agenda: Academic Audit.

Resolutions: According to the principal meeting on 26-08-22 the faculty of Commerce meet at department for final completion check of all records to be submitted before the Academic Audit team on 27-08-22.

Faculty. Incharge.

K. J. Vijaya Lakshmi 26/8/22
P. Nalini
C. Rajaekumar.
P. Kaarivizhi 26/8/22

Department Meeting - 9 30-08-22

Agenda: FRS.

Resolution: After completion of principal's staff Meeting on FRS by CCE V.C, faculty of commerce meet in the dept to follow the resolution now taking on meeting, for this the work allotment done, class wise students and faculty attached to take FRS for students and at the same time by staff.

Faculty :-

K. J. Vijaya Lakshmi 30/8/22
P. Nalini
C. Rajaekumar.
P. Kaarivizhi 30/8/22

Incharge

Department Meeting - 10 03-09-22

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Agenda:-
(1) F.R.S. (2) LMS Internships (3) Teacher's Day celebrations (4) R.J.D's visit (5) Any other Issue.
(6) Short term Internship.

Resolutions:- The faculty of Commerce meet in the dept. on 03-09-22 reg. resolution taken:
(1) FRS should be taken for Students regularly and also for faculty.
(2) All the mentors take necessary actions to enrole their mentees in CCE LMS Internship App and start work from 01-10-22 and complete their work on other for 2020 admitted batch, and monitor their in app daily, whether they completed their tasks or not, and approved the same.
(3) Resolved to going to celebrate Teacher's day on 5th of September along with students.
(4) Ready for any time visit by R.J.D. for all records.
(5) Allotted S.T.I. Batches to Faculty and resolved to continue the process of Internships by staff & students.

faculty
K.J. Jayalakshmi 03/09/22

Incharge

P. Nalini

C. Rajakumari
P. Kaavi Visu 3/9/22

Dept. Meeting -II

15-09-22

Agenda:- (1) Syllabus Completion for II & IV semesters (2) Internal marks (3) FRS work (4) Semester Internship and other Issues. (5) Industrial visit

Resolution:- The faculty of Commerce meet at dept. to take the following resolutions.

(1) All the lecturers should be submitted their syllabus completion certificate to the principal for II & IV sems.

(2) Internal marks should be posted on R.U.U.G. exam portal before the last date.

(3) FRS work complete as early as possible and take daily.

(4) Semester Internship to be started from 17-1-22 onwards and up to 28-02-22 and take every faculty mentor, necessary steps for mapping their mentees and allot tasks and approve the same on stipulated time.

(5) Resolved to visit any one Industry in the month of october.

(6) DASARA Holidays will be from 2nd october to 9th october of 2022.

Incharge

Faculty

K.J. Vijayalakshmi 15.09.22

P. [illegible]

C. Rajkumar.

P. Kaavivisakh 15/9/22

2022-23

Semesters I, III & V.

Dept. meeting - 1. 13-10-22

Agenda:- 1. Department Time Table preparation
2. Teaching Diary, Teaching plans, Curricular plans preparation.
3. Bridge Course 4. Parent teacher meeting
5. Induction program 6. Academic Audit
7. FDP on Tally. 8. International Accounting Day Celebrations 9. Guest lectures 10. Openday programs
11. Community service project & short term Internship
12. I year admissions. (13.) Semester Internship allotment completion.

Resolutions: All the faculty members met in the dept. and resolved the following as per above mentioned Agenda.
1. Resolved to prepare and circulate the Department and Individual Time Table accordingly with in one day.
2. Resolved to prepare and submit curricular plans, Teaching plans of faculty with in one week by them. Teaching Diary will submit every month 5th or before by the Individual faculty member to Incharge and duly to the principal.
3. Bridge Course will be started for I year Non-commerce background students in the 4th week of october tentatively.
4. Parent Teacher meeting will be organized in the month of october 4th week tentatively.
5. Induction Program "Deeksharambh" will be going to organize at dept. level in the month of october last week tentatively.
6. Prepare every record: CIA, Results Analysis, Time Table, Teaching Diary, Teaching Notes, curricular plans work load, CSP, short term Internship, long term Internship and other Dept. Registers for R.J.D's monthly review, will be held on November month.

7. To organize Faculty development program on GST, Tally at university level in the month of November 2022.

8. Resolved to organize International Accounting Day on 10-11-22 and village Conducted Competitions of Essay writing and Elocution, Poster presentations etc.

9. Guest lectures will be organized in subjects and in addition to subject in the months of NOV, DEC, Jan 23 when it is possible accordingly.

10. One day program "an awareness program to Intermediate students" to visit College and found the opportunities, advantages, joining the Govt. Degree college and the Courses offered by the College in detailed.

11. Community Service project reports preparation & Submission, Marks Posting, viva details, short term internship mapping of students (Mentees) in IMAP and monitoring the student work schedule by the faculty mentors, those who allotted for that.

12. Taking care on I year admissions and visit nearest Junior colleges, submit pamplates of college and to collect data from the principals of Junior colleges accordingly.

13. Resolved to continue the batches of short term internship as usual for semester internships.

1. K.J. Vijaya — K.J. Vijaya Lakshmi 13/10/22
Signature of the Dept. Incharge

2. —

3. P. Nal[illegible]

4. C. Rajaiku[illegible]

5. P. Kaviviswanath 13/10/22

Departmental Meeting-2

15-02-23

Agenda:- 1. CCE Team visit 2. NAAC work 3. Syllabus completion 4. Internal Marks posting 5. Semester End Exams for I, III & V Semesters.

Resolutions:- All the faculty of Commerce met in the Dept. to take following resolutions:

1. Prepare and updated all documents regarding for Academic Year and NAAC purpose also.
2. Incomplete work to be completed for NAAC as early as possible.
3. All the faculty members should be submitted syllabus completion report on or before 10th of March 2023.
4. Each faculty member should prepare & submit their individual marks and upload the same in to university website.
5. Resolved to attend Semester End Exams duty and do NAAC files preparation work another shift.

Incharge of the Dept.

Faculty: K.J. Vijayalakshmi 15-02-23

P. Nalini

C. Rajaokumar

P. Kavitha 15/2/23

Semesters II, IV & VI

Department Meeting - 3

15-04-23

Agenda: 1. Semester Internship completion & Files.
2. Community Service project to I years again.
3. Workload, Paper allotment and Time Table

Resolutions:- It is resolved, to take decisions by the dept. of Commerce faculty on:
1. Completion and Submission, on or before of the month of March 2023 for short term internships.
2. CSP allotted to faculty (with 17 members each and start their work learnedly from the month of May. 2023 for BCom(G) & CA class.
3. Find out the dept. workload and papers allotted accordingly. Preparation of Timetable for dept. as well as individual.

Signature of the Dept. Incharge.

15/4/23

P. Nalini.

C. Rajendrakumar.
15/4/23

Department Meeting - 4 08-05-23

Agenda: NAAC work - offline & online classes - R.J.D.'S Review for the months of April & May 23. - College Timings. - CSP for I years.

Resolutions: The faculty of commerce met in the Dept. and resolved: (1) preparation and submission of NAAC Records for 2022-23. (2) Resolved to take classes in blended teaching method i.e. online from 22-5-23 to 31-5-23 and offline to complete the syllabus. (3) Ready for monthly Review by R.J.D. for the months of April and March. (4) College Timings from 8/5/23 changed am. 10 to 5. pm. (4) New allottment of CSP batches to Faculty decided

Faculty signatures

1. K.J. Vijayalakshmi 08/05/23

P. Nalini

C. Rajaiah

P. Kaari Visudh 8/5/23

Signature of the Dept. Incharge

Department Meeting - 5 16-05-23

Agenda: - RJD's visit for Review of April & May activities. - Summer Holidays & online classes.

Resolution: - After completion of principal Meeting on 16-5-23, the faculty of Commerce met at dept. and taking resolution to prepare well and submit all individual records for RJD's monthly review, which will be on 17-05-23. And also resolved to take online classes in summer Holidays from 22-5-23 to 31-5-23

Faculty: 1. K.J. Vijayalakshmi 16/5/23

P. Nalini

C. Rajaikumar

P. Kaari Visudh 16/5/23

Incharge

Department Meeting - 6

24-6-23

Agenda :- 1. Internal Exams. 2. Recupment of classes in leave or OD. 3. Any other issues.

Resolutions :- The faculty of Commerce meet in the department today i.e on 24.6.23 to resolve the following.

1. Conduction of Internal Exams individually and preparation of Question papers as per University prescribed model and Submission.

2. Recuping all the classes, when the lecturer was in leave or on O.D. by taking classes either online or offline in the following next days after the leave or on O.D.

3. Valuation & posting of Internal marks by the individual lecturers and submit the same to the Dept.

4. Completion of syllabus as early as possible according to the University Calendar.

Incharge of the Dept.

Faculty.

1.

2. K. J. Vijaya Lakshmi 24/6/23

3. P. Nalini

4. C. Rajakumari 24/6/23

5. P. Kaaviyi 24/6/23

Dept. Meeting -7. 20-07-2023

Agenda: (1) I year admissions and (2) NAAC work.

Resolution: On account of Admissions all the faculty members were allotted their I year streams, as a batches for taking necessary implementations for improving admissions. For this faculty were instructed to visit nearest Junior colleges and campaign regarding.

(2) NAAC Departmental activities will be continued according the criteria wise preferences.

K. J. Vijayalakshmi Incharge

2023-24

Department Meeting - 1.

07-08-23

Agenda :- (1) Commencement of classes to V Semester & III Semester
(2) Time Table and work load allottment.
(3) I year BCom (G) & (CA) Honours Admissions.
(4) Any other matter reg. academic year 2023-24.
(5) Induction program to I year joined students.

Resolutions :- The Department of Commerce faculty meet at department on 07-08-23 to resolve the following.

1. It is resolved to take classes for V semester students as early as possible after completion of supplimentary exams to the students of V semester.

2. Each and every faculty were allotted 18 to 20 periods of work load and preparation of Time table accordingly.

3. Faculty should stay in leasure hours at Helpline Desk for Guiding and student joining work attending purpose and make necessary actions for admission of I year students in to BCom Honours Courses.

4. Teaching plans, curricular plans should be prepared and submitted as early possible to the Dept. Incharge and principal also.

5. Teaching Diary prepared and submitted by the faculty every month 5th on or before to the principal.

6. Induction program will be conducted to I year after they join in the college.

7/8/23

Incharge signature

P. Nalini

7/8/23

Department Meeting - 2 12-08-23

Agenda:-
1. Student Seminars in Classroom along with teaching.
2. Bridge Course for I year students.
3. Admissions work
4. Maha Job Mela
5. Har Ghar Thiranga
6. August 15th Celebrations

Resolutions:- It is resolved to

(1) Conduct every faculty member, student seminars along with their Regular Class work.

(2) Bridge Course will be organized from 18-08-23 onwards for I B.com (CA) & (B), especially Non-Commerce students in B.O and E.C papers.

3. Take up and active participation in admission work to provide helpdesk facility to Students those who came to join in our college.

4. Maha Job Mela information will be shared among the outgoing batches of B.Com by faculty.

5. Azadi Ka Amruth Mahothsav - Har Ghar Tiranga Program will be organised with students along with dept of P.D.

6. Celebrations to Independance day as usual in grand.

K. J. Vijaya

Incharge

Department Meeting - 3 16-08-23

Agenda:-
1. Maha Job Mela
2. C.S.P. Conduction
3. Status of Short term Internship
4. FDP on Single Major
5. Teacher's Day celebrations
6. Industrial visit (7) International Accounting Day.

Resolutions:- It is resolved to.

(1) Encourage the students of passouts for Register in Job Portal of CCE and participate in Maha Job Mela which will be held on 26-08-23 at KADAPA. for this conduct special skills in communication will be improved, awareness created.

(2) Conduction of CSP Regularly and Guide the students allotted to faculty regularly.

(3) Review by the each faculty Mentor for their mentees status in short term internships.

(4) FDP on Single Major & Minor papers will be organized in the month of August last week is decided.

(5) To visit any one Industry in the month of Sep/Oct. tentatively.

(6) Celebrations will be held on account of Teacher's Day, Sep 5th and International Accounting day Nov 10th followed.

Faculty

K. Jirjayalar

Incharge

Department Meeting - 4 25.10.23

Agenda:- 1. Industrial visit
2. Quiz program in Classrooms.
3. Cultural programs
4. Clean & Green programs
5. International Accounting Day
6. Competitions: Essay & Elocution, Poster presentation & online Quiz programs

Resolutions (1) It is resolved to conduct Quiz programs in classroom level in subjects & G.K will be held in the month of October & November by the faculty of Commerce for B.Com students.

(2) To conduct, Intermediate students from Junior Colleges in Nandyala town, Competition Essay writing & elocution, online Quiz and poster presentation competitions on account of INA Day Nov 10th and also B.Com Students in our College. For this each regular faculty should contribute Rs. 2000/- for prizes & other things for successful conduction of programs, is resolved.

(3) Take the students of III B.Com & II B.Com an Industrial visit to Sri Skanda Fabrications, NDL as their personal experience of subject contents.

(4) Cleaning program will be conducted by the students every 3rd saturday afternoon, after that cultural programs will be held for them.

25/10/23

Incharge